

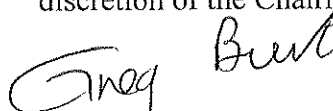


**Registered Charity No. 227480**

**To All Councillors,**

You are summoned to a meeting of Billingshurst Parish Council as **Charity Trustee of Billingshurst Centre following the ordinary meeting of the Parish Council on Wednesday 2 November 2022 at 7.30pm at the Billingshurst Centre.**

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.

  
.....  
G. C. Burt  
Clerk to the Council

26 October 2022

## **A G E N D A**

1. Apologies for Absence.
2. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
3. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
4. Approval of the Minutes of the Parish Council as Charity Trustee Meeting held on 7 September 2022 - previously circulated.
5. Matters Arising – not separate agenda items.
6. To consider whether the Centre should have full audited accounts – APPENDIX A.
7. To receive approved minutes of the Billingshurst Centre Committee held on 27 July & 28 September 2022 - previously circulated.
8. Any other matters – for information only.

Date of the Next Meeting – **Wednesday 4 January 2023**

**Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.**

BILLINGSHURST PARISH COUNCIL

CHARITY TRUSTEE

WEDNESDAY 2 NOVEMBER 2022

**AUDITING OF CENTRE ACCOUNTS**

**REPORT BY CLERK**

**FOR DECISION**

The Centre's annual accounts are prepared in line with guidance set out by the Charity Commission. This can be viewed here:

<https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31/independent-examination-of-charity-accounts-trustees>

In essence, we currently have an Independent Examination. This is a *light touch* option which looks at certain matters and meets the minimum requirements for a Charity of our size as determined by turnover; it does not examine every single transaction which a full audit provides.

Our Independent Examiner, Mulberry & Associates adds that

*A full statutory audit involves a lot of admin in the background that takes almost as much time as checking the financials. In general, we cannot complete a statutory audit in less than 4 days. This would be in the region of £3,600 to £4,500 per annum.*

*About double what you are paying now.*

At the September Centre Committee, a Cllr suggested that the Council (as sole managing Trustee of the Centre) ought to consider, possibly annually, whether or not the Centre's accounts should be subject to

- a. Independent Examination or
- b. Audit.

The Charity's governing document does not shed light on this subject, as it just sets out the purpose of the charity.

The Council, as sole managing Trustee, can have any form of accounting preparation, as it sees fit, as long as it meets the minimum requirement.

The Council is invited to consider whether it wishes to determine this matter every year.